



CONCORDIA
UNIVERSITY
OF EDMONTON

Graduate Student Handbook: The Essential Guide

2019-2020

Faculty of Graduate Studies

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This Graduate Student Handbook is intended to assist you on your journey as a graduate student at Concordia University of Edmonton (CUE). Its objective is to help you locate the resources that you need to succeed.

Our Faculty of Graduate Studies is committed to helping you through your graduate program. If you have a question that is not answered in this handbook, please contact 780-479-9217 or email dean.graduatestudies@concordia.ab.ca.

Please note that this is an informal document and Concordia University of Edmonton reserves the right to modify the information, policies, and regulations provided in this handbook.



Welcome

to Concordia University of Edmonton!

Dear Graduate Student:

I am very pleased to provide you with a copy of the 2019-20 Graduate Student Handbook, which I know will be an invaluable guide and resource to both new and continuing graduate students at Concordia University of Edmonton (CUE). If you are a new graduate student, then welcome to CUE. I am very happy that you have chosen CUE to pursue your academic interests, and I hope that your CUE graduate study experience will be very rewarding. If you are a continuing CUE graduate student, then it is my wish that the year to come will be productive, stimulating and successful for you.

This 2019-20 Graduate Student Handbook outlines not only many of the important rules and regulations for graduate study at CUE, but it also provides useful resources and advice that many graduate students find invaluable. The purpose of this handbook is to be an accessible and easy-to-read guide that will assist you in navigating the many facets of graduate student life. It is also important to note that some CUE graduate programs also publish their own guides or handbooks for their students, and so it is also important that you become familiar with the guide or handbook that is applicable to your specific graduate program.

While this Graduate Student Handbook aims to be comprehensive and current, it is impossible to anticipate every possible issue or concern that CUE graduate students may have, so it is very important that you also consult with your program director, supervisor, or program faculty members for assistance or advice. Occasionally, there may be personal issues that you need to discuss with someone outside of your academic life. CUE's Office of Student Life and Learning is an important resource that provides practical advice on everything from how to find housing to where to go for counselling services.

I hope that you will make the most of CUE's academic diversity and non-academic opportunities by participating in events, activities and groups that are outside the confines of your particular academic program. Participating in academic and professional workshops and conferences, or being actively involved in student organizations such as CUE's Graduate Student Association (GSA) are just a few of the many possible avenues to broaden and diversify your CUE graduate experience. I encourage you to explore some of these opportunities while you are at CUE.

I wish you the best in the coming year.

Dr. Colin Neufeldt
Assistant Vice President Academic
Dean of Graduate Studies



Greetings

from the President of the Graduate Students' Association

Dear Graduate Students,

A wise man once said, “a journey of a thousand miles begins with a single step.” Today, I congratulate you for taking that step by choosing Concordia University of Edmonton as your new Alma Mater. Your life at CUE will be full of challenges, but these challenges will make you stronger and prepare you as you embark on your professional career. CUE is also a place that welcomes diversity; hence your years at CUE will also be an enriching experience, opening your eyes to new horizons and meeting interesting people that will change your life.

How do you succeed in a Concordia Graduate Studies program? First and foremost, you must be in the right mindset. At CUE, we emphasize academic excellence and recognize it to be our priority. To achieve excellence, you must plan for it and assertively implement your plan. There are many ways to accomplish this goal, but the best advice that I can give to you is to forgo procrastination. This means that whatever you can do today, do not postpone until tomorrow. Take the initiative and be punctual in your dealings. This also means that you must “hold the bull by its horns” and take control of the situation before the situation controls you. The university also encourages students to think strategically and it is committed to its mission of developing “ethical leaders for a global economy.”

The Graduate Students' Association (GSA) is dedicated in advancing the goals, objectives, and interests of graduate students; hence, we are committed to being with you all the way. We will be your voice and communicate your valuable inputs to all stakeholders. We will strive to provide you with an avenue where you can showcase your talents and improve your prospects for your future professional career. Lastly, we hope to give you a social experience where you can mingle and make lifelong friends.

I genuinely believe your potential is boundless. Like a caterpillar waiting to be transformed, you will metamorphosize and be the best that you can be. Once again, on behalf of the GSA, I welcome you to Concordia University of Edmonton.

Warm Regards,

Rajat Wason

President, Graduate Students' Association 2019-2020



Get to Know Concordia



The Basics

Concordia University of Edmonton (CUE) is an intimate community near the urban centre of the City of Edmonton (Alberta's capital). Our Highlands campus is tucked away in a residential area overlooking the beautiful North Saskatchewan River Valley, minutes from downtown Edmonton. For a map of the campus, see <https://concordia.ab.ca/about/campus-map/>.

Hours of Operation

CUE is open from
7a.m. to 10p.m.

Front desk and most
offices are open
8:30a.m. to 4:30p.m.

Transit Services



Edmonton Transit Services (ETS) provides a shuttle bus that stops in front of Hole Academic Building at CUE (between September to April only). This shuttle will bring you to the ETS Light Rail Transit (LRT) system at the Coliseum Station (beside Northlands Exhibition Park) that links CUE to various areas of Edmonton. At the intersection of 112 Avenue and 73 Street, north of the main campus, there are also two ETS bus stops.

Parking

For information regarding parking, visit <https://concordia.ab.ca/campus-services/parking/>.

Finding Your Way Around Campus

What do the abbreviations for the classrooms mean? Let's say that your first class is in room HA 228. The "HA" refers to the building "Hole Academic Centre." The number "228" refers to the room number, on the second floor. The abbreviations for other campus buildings are:

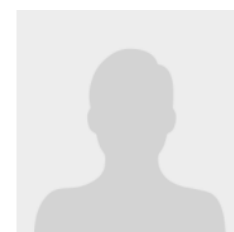
A	Alumni Hall	FH	Faculty House	RK	Ralph King Athletic Centre
AH	Alumni House	G	Guild Hall	S	Schwermann Hall
AW	Allan Wachowich Centre	HA	Hole Academic Centre	T	Tegler
FA	Faculty Annex	L	Library		

Accessing Administrative Services

The majority of the administrative services (such as Admissions, Registrar's Office, Student Accounts, Financial Aid, Student Success Centre, International Student Office, Learning Accommodation Services, etc.) that you will need to access are located on the main floor of Hole Academic Centre.

Looking for a Faculty or Staff Member?

Click on **Quick Links** on the top, right-hand corner of CUE's website, and search "[Find a Person](#)". A list of useful numbers can also be found at the back of this booklet.



If there is an emergency, then contact 1-780-479-8761 or 5555 (from an internal phone).





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Follow us on [Twitter](https://twitter.com/CUEdmonton) - @CUEdmonton - <https://twitter.com/CUEdmonton>

Follow us on [Instagram](https://www.instagram.com/cuedmonton/) - @CUEdmonton - <https://www.instagram.com/cuedmonton/>

Follow our page on [LinkedIn – Concordia University of Edmonton](https://www.linkedin.com/school/400069/) - <https://www.linkedin.com/school/400069/>



Getting Started

My Graduate Program:

Now that I have been admitted to a Graduate Program at Concordia University of Edmonton, what should I do next?

You must formally accept CUE's offer of admission and pay the registration deposit ([refer to section 5.3 in the *Academic Calendar*](#)) by the deadline outlined in your offer of admission letter. Failure to do so will result in your offer of admission being withdrawn and your spot being offered to the next suitable applicant.



If you are unable to pay your deposit by the deadline, you must then contact [Admissions](#) in writing, by the date noted in your offer of admission letter, to be placed on a waitlist for the term that you applied for admission.

Transcripts and/or other required documentation for your file are due by the deadline(s) noted in your offer of admission letter.

Graduate students are subject to the policies in other sections of the *CUE Academic Calendar* as well as those that apply to all students at CUE. Please see [Registration Procedures in section 4.1](#), [Undergraduate Admission in section 3.0](#), [Registration Regulations in section 4.2](#), [Changing Registration in section 4.3](#), [Student Life in section 8.0](#), and [Academic Regulations in section 9.0](#).

International students must submit copies of their valid study permit and passport to the Admissions Office in order to maintain their registration at CUE. Permanent Residents must submit a copy of their Permanent Resident Card or a copy of their landing papers to the Admissions Office in order to maintain their registration.

Your original Study Permit, Passport, Permanent Resident Card or landing papers must be brought to the Admissions Office by the date outlined in your offer of admission letter.

How can I find out if CUE has received my documents?

You can verify that your official transcripts and other documents have been received by contacting the [Admissions Office](#). Please note that the time it takes for documents to arrive at CUE will vary depending on the country from where they were sent and by what method they were forwarded.

Can I change graduate programs?

As the application requirements can vary significantly from one program to another, you must reapply to CUE's Admissions Office if you want to change programs.



Can I transfer previously completed credits?

You may be entitled to transfer credit(s) from previous studies to your new graduate program and/or be exempted from certain courses in your graduate program. You must complete a [Course Reduction Request Form](#) and drop it off at the Registrar's Office in Student & Enrolment Services (HA120) by the deadline stated in [section 2.0, Academic Schedule](#).

Can I defer my admission to another term?

An admission decision is valid only for the academic term in which it was granted; CUE will not defer your admission to another term.

My Student Status:

How do I obtain my CUE Student ID Card?

Your CUE student ID card is your school identification. You will need an ID card to borrow materials from the Library, to print from university photocopiers, and to prove your identity at final exams. You can obtain your CUE student ID card at the Registrar's Office. In order to receive a student ID card, you will need to bring one piece of photo identification (such as a provincial driver's license or a passport).

Please contact Student Accounts regarding the cost to replace a student ID card.

Are you moving?

Then you must update your address with CUE: If you are moving, then you must update your address via [Online Services for Students](#). Do not forget to also advise the Registrar's office if your e-mail address has changed.



Wireless Access at CUE



You can access the internet from your laptop or mobile device on the CUE campus using either Concordia Guest or Eduroam. Concordia Guest is intended to be used by guests of the university, and requires no login credentials to use.

Faculty, staff and students can use the Eduroam Wi-Fi connection to connect their devices to the Internet. To do so, log-in to the Eduroam Wi-Fi using your Concordia email address and password. Once you are connected to Eduroam, you can connect to the Wi-Fi of any institution in the world that uses Eduroam, using your existing CUE credentials.

If you need assistance logging onto the network, then please contact the IT Help Desk at 780-479-9316 or helpdesk@concordia.ab.ca.





Be Informed

Be Informed About: Your Program

Graduate Program Directors

Every program is administered by a Graduate Program Director. Below are CUE's Graduate Programs and their respective Graduate Program Directors with their contact information and office locations:

Graduate Program	Graduate Program Director	Contact Information	Office Location
Biblical and Christian Studies	Dr. Steven Muir steven.muir@concordia.ab.ca	780-479-9367	FH 206
Education	Dr. Lorin Yochim edu.coord@concordia.ab.ca	780-479-9277	RK311
MISSM	TBA		
MISAM	TBA		
Psychology	Dr. Wendy Pullin wendy.pullin@concordia.ab.ca	780-479-9344	AH301
Public Health	Dr. Cecilia Bukutu cecilia.bukutu@concordia.ab.ca	780-413-7832	AW111

Locate and review the website of your graduate program

Every graduate program at CUE maintains a website that provides an overview of the program, the program curriculum, and important timelines. When visiting your program's website, acquaint yourself with all available information pertaining to your program, including, if available, your program's handbook or guide. You may also want to make an appointment to meet with your Graduate Program Director to help you select your courses and familiarize yourself with the program requirements.

Familiarize yourself with section 13.0 (Graduate Admissions & Programs) of the Academic Calendar

CUE's [Academic Calendar](#) is a very important document in terms of deadlines, policies, rules and regulations

Students are responsible for knowing and abiding by the deadlines, rules, regulations, and policies as stated in the CUE [Academic Calendar](#).



Familiarize yourself with the Academic Schedule (section 2.0 of the *Academic Calendar*)

You will find that almost every process has a deadline that must be adhered to. There are many rules and deadlines, and it is difficult to keep track of them all. Students can download the Academic Schedule directly into their Google Calendar by clicking on the “+Google Calendar icon” on the lower right side of the calendar. <http://acalendar.concordia.ab.ca/calendar/>

Students are responsible for knowing and abiding by the deadlines, rules, regulations, and policies as stated in the CUE Calendar.



Be Informed About: Study Resources

Academic Honesty

Academic honesty is fundamental to the academic enterprise. Students are urged to familiarize themselves with [Section 9.2.9 of CUE's Academic Calendar](#) and to take note that cases of academic dishonesty (e.g., cheating, plagiarism, collusion, unauthorized submission for credit of previously graded work, and misrepresentation) are serious offenses at CUE. Penalties for academic dishonesty range from a grade of zero on the work in question to expulsion from the university.

To help graduate students understand what are the university's expectations concerning academic honesty, all graduate students are required to enrol in and successfully complete the non-credit [FGS 600 -- Graduate Ethics Training \(GET\) Course](#) in order to graduate from their respective programs. It is strongly recommended that every graduate enrol in this FGS 600 in his or her first semester at CUE, as the material covered in this course will prove invaluable to most graduate students as they progress through their respective programs.

Library information for Graduate Students

As an essential partner in your academic success, the CUE Library provides access to a wide range of information resources and services to support your research and learning. Please visit <https://concordia.ab.ca/library/> or call [780-479-9338](tel:780-479-9338) to learn more.

CUE University Bookstore

[CUE Bookstore](#) carries new and used textbooks, reference books, course packs, stationery items, CUE branded products (coffee mugs, sweatshirts, etc.), CSA event tickets, locker rentals, parking passes, bus passes and bus tickets. Students can also add money to their ID cards for use in the cafeteria, photocopiers and printers. The bookstore, located on the main floor of Hole Academic Centre, operates on a year-round basis.



Writing Centre

The Writing Centre (located in the Student Success Centre across from the Bookstore) is a free service that provides support for teaching and learning-through-writing assistance for students, staff, and faculty. Throughout the academic year, one-on-one consultations are also offered (book online at: <http://studyspaces.concordia.ab.ca>).



Be Informed About: International Students

CUE International Office

Student Success Centre, Main Floor, Hole Academic Centre
780-378-8445

international@concordia.ab.ca



The International Office is the main resource on campus for international students. This office is here to make your transition to university and campus life as smooth as possible. Throughout the year, the office will provide you with opportunities to meet other international students through social programs and events.

The International Office provides workshops that will assist you with your studies at CUE and with living in Canada.

The International Office website (concordia.ab.ca/international) contains a wealth of information for international students to help them with the various academic and non-academic aspects of studying at CUE. Check out the website to find information on the following topics:

- International Partnerships
- International Student Activities
- Admissions
- Study and Work Permits
- English Programs
- Travelling to Canada
- Study Abroad
- International Student Services
- Buddy Program
- Student Testimonials
- CELPIP
- Resources and Links
- Canada Homestay Program
- Centre for Chinese Studies

Health Insurance Plan for International Students

Government regulations require that all international students have appropriate health insurance coverage that meets government standards while living in Alberta. All international students at CUE are automatically enrolled in the CSA Student Benefit Plan. For more information about insurance coverage, please go to:

<https://www.mystudentplan.ca/csa/en/international-students>.



Health Care Coverage for Out-of-Province Students

To retain health coverage while studying at CUE, every out-of-province student must notify his or her provincial health authority of his or her status as a student in Alberta. This must be undertaken at the beginning of each academic year.



Be Informed About: Student Services

Student Life and Learning

Student Success Centre, Main Floor, Hole Academic Centre

780-479-9241

studentlife@concordia.ab.ca

This office helps graduate students achieve their goals by providing them with access to programs and activities aimed at promoting academic and personal success. This office provides a relaxed and comfortable setting where students can meet with mentors, find information about CUE and the Edmonton area, and meet other students. More specifically, the Student Life and Learning office will:

- Answer student inquiries about learning and student support services;
- Schedule appointments for students requiring counselors;
- Support career, counseling, and learning services for students;
- Arrange Learning Accommodations Services (LAS) for students with disabilities; and
- Co-ordinate Writing Centre and tutoring services, provide campus postings, and compile information for the weekly newsletter.

Career Services

Student Success Centre, Main Floor, Hole Academic Centre

780-479-8461

careerservices@concordia.ab.ca

Improve your job-hunting techniques by visiting Career Services located in the Student Success Centre. Staff will help graduate students prepare a work-search strategy; provide personalized assistance in preparing résumés, cover letters and portfolio reviews; and assist you with mock interviews that will familiarize you with common interview questions geared specifically to your target area of employment. This office provides workshops on job search, interview and networking skills and résumé writing as well as practical help for students preparing for their job hunt. Career Services also helps students connect with employers through:

- Labor market trends and information, as well as work links to employers for both summer jobs and work upon graduation;
- Online job postings, on-campus recruiting career fairs and career panels; and
- On-campus events such as Career Fairs, Volunteer Fairs, and Information sessions.



Counselling Services

Student Success Centre, Main Floor, Hole Academic Centre
780-479-9241

studentlife@concordia.ab.ca

During your time at CUE, you will encounter many new and exciting situations to which you easily and confidently adapt. You may also, however, have times when you experience doubt, indecision, or stress. Complicated relationships with friends or family can adversely affect your concentration; the high expectations of university study often feel overwhelming; and sometimes life just seems to throw everything at you all at once. It is good to know that whatever may be troubling you, there is a CUE Counsellor who is here for you. Through Counselling Services, you have access to individual counselling.

To book an appointment:

- Visit the Student Life and Learning Office between 8:30 a.m. and 4:30 p.m
- Email studentlife@concordia.ab.ca
- Call 780-479-9241
- [Schedule appointments online](#)

Students seek counselling for a variety of issues including school stress, depression, anxiety, family and relationship issues, and self-esteem. If these are your challenges, then please book an appointment.

Learning Accommodation Service (LAS)

Student Success Centre, Main Floor, Hole Academic Centre
780-479-9230

studentlife@concordia.ab.ca

CUE provides opportunities for academically qualified students with disabilities to achieve their full potential both as individuals and in terms of their educational and career objectives.

Learning Accommodation Service (LAS) is designed to identify and remove barriers to learning, and to promote an environment that supports equity, dignity, and integration.

If you have a documented disability, you may be eligible to access Learning Accommodation Services (LAS). The LAS Advisor works with students to facilitate the provision of services and accommodations and assists in applying for government grant funding (if required).

Please contact LAS as soon as the CUE offer of admission is accepted in order to understand what documentation is required to support registration with LAS. You are encouraged to meet with an LAS advisor to discover the academic support services that are available to you and how best to access them. The LAS office provides services to students with sensorial, physical and medical disabilities, as well as to students with Learning Disabilities, Attention Deficit Disorder, mental health conditions, and other disability conditions. LAS can also provide services and accommodations to students with temporary disability conditions that are generally the result of illness or injury.



Student Life and Learning Office

VP Office – HA217

780-479-9289

vpsll@concordia.ab.ca

The Student Life and Learning Office provides support to student life initiatives with the goal of creating an outstanding student experience at CUE. The Vice President and her staff work with student leaders to promote and strengthen student life. In addition, they support individual students as they explore, develop, and deepen their sense of agency. The Vice President Student Life and Learning also acts as a liaison between the university administration and student associations. Moreover, the Office provides information about new initiatives to students, supports projects that involve both parties, and advocates for student affairs.

The Vice President Student Life and Learning also provides many services to students looking to get involved in activities outside of the classroom. These services include discussion groups, information sessions, and presentations to raise awareness and address sensitive and progressive issues, called "[Concordia Talks](#)." Concordia Talks also deals with issues such as sexual violence and consent, fentanyl and other drug use, and much more.

The Vice President Student Life and Learning is responsible for ensuring that CUE's [Code of Student Conduct](#) is followed in dealing with reports of non-academic misconduct.

Multi-Faith Worship Space

The Multi-Faith Worship Space, located on the main floor in Schwermann Hall (S203), provides a space for students to connect with one another, find resources for faith and spiritual practice, and engage in opportunities for reflection. It also promotes spiritual growth, diversity, presence and social engagement. You are welcome to visit and inquire about this space for wellness activities, community events, religious ceremonies, and self-reflection.



Be Informed About: Campus Security

Campus Security

P106C

780-479-8761 (external)

5555 (internal)

concordia.security@concordia.ab.ca

If you have a security concern, are feeling unsafe on campus, need to submit a report to the BSIT Team (see below), or want to report suspicious behaviour on campus, then please contact Campus Security (on call 24 hours a day). The campus security web link is: concordia.ab.ca/campus-services/security/.

Please note that CUE security staff members are not police officers, and therefore they do not have the same authority and powers as police officers. The role of the security staff is to:

- Provide information and general assistance to the campus community;
- Patrol and monitor the campus for security and safety issues;
- Report suspicious, hazardous, or inappropriate conditions or activities to the proper authorities;
- Log all unusual incidents for future reference;
- Control and monitor building and restricted area access;
- Provide emergency first-aid service; and
- Expedite, assist, and supplement the services of external emergency response agencies that come onto campus.

Behavioural Support and Intervention Team (BSIT)

If you are concerned about another member of the Concordia community, then please consider reporting your concern to [CUE's Behavioural Support and Intervention Team \(BSIT\)](#). BSIT works to maintain a healthy and safe campus environment. The team's function is to receive reports about individuals exhibiting endangering behaviours, to assemble information from across campus departments, and to determine appropriate responses.

Every individual in the Concordia community of students, faculty, and staff members shares a responsibility for observing and reporting endangering behaviours. You are doing the right thing in reporting your concerns, both in helping the individual whose behaviour is problematic as well as in protecting the safety of the campus. By alerting the appropriate campus representatives, you are empowering BSIT to intervene in order to assist the individual and protect the campus.

You can submit an online report to BSIT at <http://concordia.ab.ca/campus-services/security/behavioural-support-and-intervention-team/incident-report/>.



Be Informed About: IT Services

Need IT Help?

IT Help Desk – Library Main Floor

IT Service Desk – L356

780-479-9316

helpdesk@concordia.ab.ca

CUE's Information Technology Services (ITS) provides infrastructural services in the areas of computing, voice and data communications, systems, instructional technology, and media development. This department also administers hardware, software, information, consulting and professional support to faculty, students, staff and researchers in using instructional technology in their programs, projects, and research on campus. The IT Service Desk provides a single point of contact for incident reporting and problem resolution for any IT-related issues.

The hours of operation for the IT Services are:

- Monday to Thursday, 8:00 a.m. to 4:00 p.m.
- Friday, 8:00 a.m. to 2:00 p.m., excluding campus holidays.

The IT Help Desk schedule is:

- Monday to Thursday, 7:30 a.m. to 9:00 p.m.
- Friday, 7:30 a.m. to 6:00 p.m.
- Saturday, 10:00 a.m. to 6:00 p.m.
- Sunday, 1:00 p.m. to 6:00 p.m.

You can also find FAQs and further information on the website at concordia.ab.ca/campus-services/help-desk/.

CUE's IT Help Desk can also assist you with your email and network access, printing and copying on campus, [CUE's Online Services](#), file collaboration, and Moodle.

Wireless Network

The CUE Wireless Network service is designed to provide access into the CUE network from the classrooms, library, and public areas on campus. Common uses for the Wireless Network include academic research, viewing course websites, and casual computing, such as checking emails. There are many wireless network access points throughout the campus.

ITS also provides classroom technology support for all aspects of CUE's high-tech classrooms which are equipped with presentation technology equipment in consoles and with wireless networking. Students and faculty may reserve these equipped rooms and any additional equipment through [Conference Services](#). Training and assistance are available through ITS.



Moodle

ITS provides support to CUE faculty who wish to use [Moodle](#) to create websites for their courses and lectures. Moodle is a do-it-yourself, website-building tool that has proven to be a very effective, 24-7 on-line assistant to CUE's faculty.

Computer Labs

Throughout the CUE campus, IT Services operates several computer labs for faculty and graduate student research on PC platforms. These labs offer a wide range of traditional computer languages, general purpose application packages, and specialized software. Several open computer labs are available for student use on a first-come-first-serve basis in L110, L264, and stations on the main floor of the library.





Plan Your Studies

Plan your Program of Studies:

Let passion be the driving force of your success at CUE

As with so many things in life, your heart and your head should dictate how you plan your CUE graduate program, select courses for your program, and determine what kind of applied research project, thesis, thesis project, or dissertation makes sense for you. Doing your best work requires that you are passionate about what you are doing. Graduate school is an investment of two or more years of your life. Use the time wisely.

Contact your Graduate Program Director for academic advising

Consider making an appointment with your Graduate Program Director in order to discuss your program requirements. The Graduate Program Director can assist you in understanding what is crucial for successful integration into your academic program during your first year of study. For many students, the first term is overwhelming, especially if you are coming from a different educational system. A reduced course load in your first term may be a good idea as you familiarize yourself with CUE.

Register for your courses

You are responsible for registering and withdrawing from your courses. Academic advising is also available in the Registrar's Office. It is always good practice to ensure that registration changes are made on your student record; if you don't, then you are responsible for notifying the Graduate Program Director and the Registrar's Office in person or via email before the deadline dates ([section 2.0, Academic Schedule](#)). Forms regarding adding, dropping or withdrawing from courses are found here:

<https://concordia.ab.ca/graduate-studies/registration/>

Copyright

Graduate students are both users and creators of copyrighted material. When you reproduce copyrighted material for research purposes (e.g. download an article or include a previously published image in your thesis), or publicly perform a copyrighted work on campus for recreational purposes (e.g. show a movie at a social event), you must comply with Canadian copyright law and the license agreements that CUE has with content providers and copyright collectives. More detailed information about reproducing copyrighted works for research purposes and incorporating portions of those works into your graduate writing is available in the [Faculty of Graduate Studies Thesis, Dissertation, Project and Capstone Guidelines](#). The *Guidelines* also include information on your rights as the copyright owner of your thesis, dissertation or project. General information about copyright to help you understand your rights and responsibilities is available on [CUE Library's website](#).



Familiarize yourself with CUE's [Graduate Student Supervision Policy](#)

This very important [policy](#) is designed to facilitate positive and mutually beneficial relationships between students and their supervisors/advisors. As a Doctoral or Master's student, you will work closely with a faculty member who serves as your supervisor/advisor. If your graduate program is one of the many where the Graduate Program Director will assign a supervisor for you, then it is important to have a thorough discussion with your supervisor early on after you are advised of the appointment. Your supervisor may help you to choose your courses and to get started planning your research and training program.

If you are in a graduate program where you have a say in selecting your supervisor, then you should know that finding the right mentor or faculty supervisor can be difficult, since it is not always possible to know what kind of mentoring is going to work best for you until you actually start doing your research or training. Some students prefer to work independently, while others require significant feedback and supervision. Talk to other students in your program and seek their feedback and impressions of how the mentoring style of various supervisors works for them. What kind of mentoring experience are the potential supervisors likely to offer? Judge, as best you can, if the overall environment will work for you. Another important consideration is the standing of your supervisor/advisor in his or her field of study.

Some graduate programs also require that a thesis or project committee be convened for the student. Talk to your supervisor about your role in the selection process of the members of this committee. Your committee is there to work with you and provide advice as secondary advisors. If you have a say in selecting committee members, then consider including faculty members whose research experience will

Topics that you should discuss with your supervisor/advisor

Below are some important topics that you should consider discussing with your supervisor/advisor as early as possible in your program:

- Expected flow of progress through the program and a written plan/timetable of target dates to help you to meet the degree requirements on schedule;
- Funding sources and the duration of such sources;
- Applications for grants and scholarships;
- Research Ethics Board expectations and requirements;
- Citation practices and requirements for writing papers, preparing citations in endnotes/footnotes, and preparing bibliographies;
- Standards of academic integrity;
- CUE's [Academic Honesty and Academic Integrity policies](#);
- CUE's [Turnitin policy](#);
- Expectations regarding conference presentations and publications;
- Intellectual property, authorship and acknowledgement of your work;
- Any technical, language, and/or writing skills training that you may need to succeed;
- Preferred frequency of meetings with your supervisor and the means of keeping in contact with each other; and
- Annual Progress Report that must be completed by both the student and his or her supervisor/advisor.



prove useful to you or who have a solid reputation for providing ongoing mentoring advice to students long after they leave CUE.

Furthermore, make a point of talking to the members of your committee on a regular basis in order to keep them in the loop on your research progress. If you and your faculty supervisor/advisor have a disagreement on a particular aspect of your research or program, then the other committee members can often prove helpful in resolving such disputes.

The student-supervisor/advisor relationship is an important component of graduate student success and it is important to start it off on the right foot!

<https://concordia.ab.ca/graduate-studies/resources/>

Attend the Graduate Student Orientation Session

CUE's Faculty of Graduate Studies, in conjunction with the Dean of Students, hosts an orientation session for newly admitted students. At this orientation, you will be welcomed by leaders in the CUE community and you will meet with faculty and staff from the Faculty of Graduate Studies. Take this opportunity to learn about additional services, resources, and important regulations that pertain specifically to graduate students. This is the only orientation program specifically tailored for graduate students, including those studying full-time, part-time, or as independent graduate students. Some graduate programs also host an additional Graduate-Student orientation session designed specifically for their students. Therefore, you should consult with your Graduate Program Director to determine if there is an additional orientation session that applies to you. Very useful information about the program is distributed at these orientation sessions.

Stay informed at concordiagsa.com.

Keep Current

Please ensure that CUE has your current contact information via [Online Services for Students](#). Under My Account, select Personal Information to review and/or update your personal information.

Proof of Enrolment

If you require proof of enrolment, please request a Verification of Enrolment via [Online Services for Students](#) (<https://concordia.ab.ca/graduate-studies/resources/>). You can choose to either pick up the document at the Registrar's Office or have it sent to another location.





Organize Your Finances

Organize your Finances

Student Accounts Office

HA120

780-479-9220

studentaccounts@concordia.ab.ca

Tuition and Fee Payments are due the first day of class for all programs.

Graduate program fees are located in the [CUE Academic Calendar in Section 5.0](#). Fees and summary of fees are located on the CUE website <http://concordia.ab.ca/future-students/admissions/tuition-fees/>.

If you do not understand how the fees are charged then please contact the [Student Accounts Office](#) to receive an explanation. Read the fee section of the Academic Calendar and the Academic Schedule for relevant information concerning financial information and deadlines for all students.

Students registered in the same program will pay the same per credit fee for tuition. However, if you are an international student you will also pay the international fee each term. This fee is charged to all students who are not Canadian citizens or permanent residents. If your citizenship status changes, you must provide proof to the [Admissions Office](#) in order for the appropriate fee to be charged. Questions regarding citizenship documentation can be directed to the Admissions Office.

Plan your financial requirements prior to the beginning of each term to ensure timely payment of your tuition fees. Students must contact the student accounts office if payment is going to be delayed for any reason.

How to Pay your Tuition Fees

Concordia accepts the following methods of payment:

1. **In Person** – cash, cheque, debit and bank draft.
2. **Online Credit Card Payments** – through Plastiq. CUE does not accept direct credit card payments, however students may choose to use Plastiq, a third-party credit card processor, to pay by credit card (processing fees apply). When paying online through Plastiq, reference your student ID number as your account number and choose Concordia University of Edmonton as the payee.
3. **Online Debit Payments** – through major banks and credit unions in Canada. Choose Concordia University of Edmonton as the payee, and reference your student ID number as your account number.



4. **Through Your Bank** – contact your bank in person or by telephone to make a payment. Choose Concordia University of Edmonton as the payee, and reference your student ID number as your account number.
5. **Through Student Loans** – student loans coming through CUE’s Tuition and Fees Office are applied directly to the student’s tuition and fees. Students are responsible to pay any outstanding balance by the applicable deadline.
6. **Sponsorship Payments** – if you are a sponsored student, written documentation outlining your sponsorship must be received from your sponsoring agency prior to registration, and must include:
 - The specific fees covered by your sponsor (i.e. tuition, books, etc.);
 - The terms covered by your sponsor;
 - The maximum dollar amount (if applicable); and
 - Complete invoicing information including name of agency, address, phone number and contact name.

Different tuition fees?

Canadian citizens and International students are charged tuition fees based on different rates. You must provide proof of your citizenship status to be charged the appropriate rate.

If you are eligible, then please submit the necessary Alberta Provincial Residency documentation to CUE’s Registrar’s Office.

Detailed information is available from the [Registrar’s Office](#).

Financial Aid and Awards

HA120

780-479-9220

finaid@concordia.ab.ca

CUE’s Financial Aid and Awards Office assists students and prospective students in seeking and securing financial assistance to enable them to pursue their education at CUE. Student financial assistance is available in various forms, including government financial aid (student loans and/or bursaries), as well as CUE student-assistance programs through the Financial Aid and Awards Office.

Graduate awards

<https://concordia.ab.ca/student-services/financial-aid/scholarships-awards/graduate-students/>

General inquiries about sources of financial support for graduate students at CUE or elsewhere should be directed to the Financial Aid and Awards Office. Current graduate students may apply for select awards disbursed by their faculties or programs.



Are you eligible for an assistantship?

You should become familiar with CUE's [Graduate Student Service Appointments Policy](#). It deals with how Teaching Assistantships, Research Assistantships and Graduate Academic Assistantships are administered and awarded to graduate students. Many students find these assistantships invaluable for a number of reasons:

- i) they provide an opportunity for students to develop their teaching and research skills; and
- ii) they provide an important source of funding for students to pay for their tuition and day-to-day living costs.

Graduate students who have been awarded a Teaching Assistantship, Research Assistantship, or Graduate Academic Assistantship are expected to know and abide by CUE's [Graduate Assistant Policy and Procedures](#). They are also required to attend noon-hour information sessions that are designed to help students become better graduate assistants. Notices of upcoming noon-hour information sessions will be sent to all graduate students through their Concordia email.

Managing your finances through effective budgeting

Budgets are important tools for keeping track of your expenses and income. Budgets can help you stay organized and have extra funds for emergencies. Anything that helps you stay organized during the busy school semester is important for your success.





Understand Your Responsibilities

Independent thinking is a key characteristic of a successful graduate student

Regardless of your work habits and how much you depend on your supervisor/advisor for guidance, you will soon discover that as a graduate student, you will have to be more independent and organized than when you were an undergraduate student. The sooner you start on that path to independence, the better. Independence will play an important role in your career as an academic or professional. As much as possible, define your own educational objectives and research goals with a view to making a significant and unique contribution to your future profession.

Build confidence

As you progress through your program, expect your work to be challenged and critiqued by your professors and fellow students, because that is an essential part of the graduate student experience. The best way to build self-confidence in these defensive moments is to be prepared and to present your work clearly and with a confident display of your expansive knowledge base. Do not be intimidated by anyone who may question your ideas or work.

Another reason to have a thick skin is that the path to success will not be without challenges and setbacks. Undergraduate training is often more structured and does not always prepare you for such setbacks. Learn as much as you can from your graduate student experience to help you deal with challenges and setbacks.

Ensure that you devote adequate time and energy to complete your assignments well and on time

It is important that you see your time as a graduate student at CUE as a critical step in developing:

- a) the skills and habits that you will need to succeed in your future profession;
- b) a proven track record of producing first-class work;
- c) a reputation for completing assignments on time; and
- d) your ability to work collaboratively and in a professional manner.

Some graduate students transfer their bad undergraduate habits to graduate school. In doing so, they often underestimate how much time will be required to complete assignments and projects properly and on time. Some students submit shoddy work and expect to receive high marks for the same; or they behave in a childish or unprofessional manner when working with others. You must see graduate school as an important opportunity to develop an outstanding reputation in your profession. Take your work seriously, and remember that your performance in graduate school is often a good indicator of your success in your future career.



Back up your work

You must routinely make back-up copies of your assignments, projects, research, and writings (in iCloud, Google Drive, etc.) so that you are able to complete your work if your computer breaks down or is stolen.

Address problems early

If, for whatever reason, graduate school is not what you thought or hoped that it would be for whatever reason, then find out what are your options to address the problem. Discuss these problems with your supervisor/advisor. A good supervisor is there not just to guide you in your academic pursuits, but also to provide help in your personal development. Remember, your supervisor has likely seen similar issues with some of his or her former students.

How do I prove I am a student studying full-time or part-time at CUE?

If you need to prove that you are attending CUE full-time or part-time, you must request a Verification of Enrolment via [Online Services for Students](#). When making that request, you can indicate if you would like the form mailed, emailed or made ready for pickup.

What should I do if I was not able to register for my courses by the deadline required for the program?

Students are responsible for adding, dropping or withdrawing from their course(s) according to the deadlines listed in the [Academic Schedule, section 2.0](#). note that late Registration after a published deadline is granted only in exceptional circumstances when missing the deadline is determined to have not been your fault. You are responsible for ensuring you are properly registered for each term by the deadline. Any errors or omissions must be addressed by you prior to the registration deadlines. If you are not officially registered in a course, then you are not entitled to attend the course or to receive grades for any completed work.

What should I do if I want to drop a course(s)?

Please refer to <https://concordia.ab.ca/graduate-studies/registration/> for more details on how to add, drop or withdraw from a course. A dropped course will not appear on your transcript and you will not be charged for that course. If you wish to drop from a course after Census day, then you will receive a grade of “W” (no academic penalty) and will be responsible for the cost of the course. Only full withdrawals from your program may entitle you to any refund. Please refer to [section 2.0 \(Academic Schedule\)](#) in the Academic Calendar or speak with Student Accounts regarding refunds and deadlines.

A drop or withdrawal is not considered official just because you stop attending the course, or inform your professors that you will no longer be attending classes.



If you are unable to meet the deadline withdrawal date due to extenuating circumstances, then you may submit a letter of appeal to the Registrar. The appeal must include the reasons (with supporting documentation if applicable) why you did not drop or withdraw from courses prior to the official deadlines.

Please consult the [Registrar's Office for full details](#).

What should I do if I failed a course(s)?

Students are expected to meet a number of minimum academic standards to remain in good standing in their graduate program. These include minimum GPA requirements, letter-grade requirements, and time-limit requirements for the completion of the program of study. Some of these regulations are program specific, while others are university-wide. Please consult the [CUE Academic Calendar \(section 13.0\)](#) for information about these requirements and regulations. You should also consult with the Registrar's Office, your supervisor/advisor and/or Graduate Program Director if you are concerned about your academic standing.

If you fail a course, then it will be up to the Dean of Graduate Studies as to whether or not you are permitted to continue in the program. You must also be in good academic standing in order to continue in your program. If your cumulative grade point average is below the required GPA for your program, then you will be notified in writing and may be required to withdraw from the program.

What should I do if I must take a leave of absence from the program?

If you cannot continue your studies for one or more terms, then you may apply for a Leave of Absence. After your approved leave is finished, you will be considered to be continuing with your graduate studies.

To apply for a leave of absence, please refer to [section 13.1.3.B.7 of the Academic Calendar](#) for more information. Also, consult your Graduate Program Director. Requests for leaves must also be approved by the Dean of the Faculty of Graduate Studies.

What should I do if the time limit for completing my program has expired and I need additional time to complete my program?

If you cannot complete your program requirements by the required time limit set out in CUE's *Academic Calendar*, then you must apply for a time-limit extension. To apply for such an extension, please consult/advise your Graduate Program Director and CUE's *Academic Calendar*. Please also include a letter from your supervisor as well as a timeline for completing your program.



What should I do if I want to withdraw from my program?

You must officially withdraw from your program to avoid any penalties. To officially withdraw from your program, you must complete a Course Change Form and submit it to the Registrar's Office by the published deadline (section 2.0 in the *Academic Calendar*). The form can be found here: <http://concordia.ab.ca/graduate-studies/resources/>.

Please note that Master's and Doctoral students who continue to be registered in a program will continue to be billed tuition fees if they do not officially withdraw from the program.

What if I am not happy with a mark that I received in a particular course?

For any course in progress or just completed, a student who is concerned about a grade or another feature of that course should first discuss the matter with the instructor. If the matter is not resolved at that level, then a graduate student has the right to follow the procedures set out in [section 13.0.2.D of the Academic Calendar](#). Initiating a formal re-evaluation request, however, should be a last recourse, and only undertaken when prior and sincere attempts to resolve problems and disagreements informally and directly have failed. Please consult the CUE [Academic Calendar \(section 13.0\)](#) for information about appealing a course grade.

Academic Integrity

If I am uncomfortable about someone's academic conduct on campus, then what are my rights and responsibilities? CUE's *Academic Calendar* sets out standards of conduct which apply to all members of the CUE community.

<https://concordia.ab.ca/graduate-studies/resources/> Please refer to related policies and procedures related to Academic Integrity and Ethics.

Academic Honesty

CUE takes cheating and plagiarism very seriously, and therefore you must be familiar with the Academic Honesty principles and responsibilities in CUE's *Academic Calendar*. Academic Honesty is an extremely important issue at CUE, and plagiarism and other academic misconduct will not be tolerated. We encourage you to familiarize yourself with the [Academic Calendar, particularly section 9.2.5](#) which contains resources and references that will guide you as you progress through your program at CUE.

The integrity of CUE's academic life, as well as the integrity of the degrees, diplomas, and certificates that CUE confers, are dependent upon the honesty and soundness of the instructor-student learning relationship, and, in particular, that of the evaluation process. Therefore, all students are expected to be honest in all of their academic endeavours and relationships with CUE.

Pay careful attention to CUE's [Turnitin Policy](#). It sets out specific requirements for students with respect to the review of their written work before it is submitted for evaluation.

The definitions, procedures and sanctions related to charges of academic offenses are outlined in CUE's *Academic Calendar*.



What is Intellectual Property?

The issue of intellectual property interests will vary, depending on the academic discipline, the nature of group or individual research, and the types of funding that are involved. In general, the primary considerations are:

- to whom does what belong in a research undertaking?;
- who is permitted to do what with the results of research?; and
- how should the individual contributions be acknowledged?

In some cases where there is research funding from an external agency, the agency will set out in advance the nature of the proprietary relationship. When this is the case, the graduate student must clarify his or her role and responsibilities early on in the process.

The overall guiding principle that should be considered in matters of intellectual property is that ownership and recognition of contribution should be commensurate with intellectual leadership, actual and active involvement in the research activity, self-reliance, and innovation in the research undertaking. For more information on intellectual property rights, please see the [Tri-Council Policy Statement “Integrity in Research and Scholarship”](#) as well as CUE’s [Intellectual Property Policy](#), and [Academic Integrity Policy](#).

What should I do if my research involves human participants?

For research involving human participants, certification from the appropriate CUE Body must be obtained prior to starting the research. CUE is committed to ensuring the compliance and the ethical integrity of all research done under its auspices on its campus. Accordingly, research cannot commence, and grant funds will not be released until the relevant certification has been obtained. Compliance and certification falls under the auspice of the independent administrative body at CUE known as the [Research Ethics Board \(REB\)](#).

The REB ensures that any research involving human participants adheres to the research guidelines of the [Tri-Council Policy Statement](#) and to relevant federal and provincial policies.

What should be considered when selecting an applied research project, thesis, thesis project, or dissertation topic?

Eventually, you will have to select an applied research project, thesis, thesis project, or dissertation topic to complete your program. Picking an applied research project, thesis, thesis project, or dissertation topic that interests you will play a major role in your success as a graduate student. All too often, unfortunately, a student will pick the first topic that comes to mind, or which appears to be easy to complete. Later, however, the student will often discover that he or she lacks the interest or enthusiasm to complete his or her project.



You should also keep in mind the challenges that you may encounter with respect to the resources that you will require to complete your research. For example, are there reliable and adequate resources related to your topic? Are the resources in a language that you understand? Are the resources easy to access? Will you have to travel to distant lands to access the resources?

Practicum Requirements

Some graduate programs have “Practicum Requirements”. If your program has a practicum requirement, then please check the following procedures that apply to your program:

- [Practicum Procedures for graduate degrees](#)
- [Practicum Procedures for graduate diploma programs](#)





Stay on Track

Double-check the program requirements on a regular basis to complete your program on time

Students frequently have to take extra time to complete their programs because they:

- Do not know the program requirements (as stated in CUE's *Academic Calendar*) to complete the degree;
- Enrol in courses that are not required for their program; or
- Are not aware that many programs have minimum grade requirements (e.g. no course grade less than "C+", or a grade point average (GPA) of not less than 3.0).

While progressing through your graduate program, check and then re-check the program requirements to ensure that you will be able to complete your degree on time without having to pay additional tuition costs for extra courses. Students should regularly request their Program Progress Report information via [Online Services for Students](#).

If you are in course-based program, then try to meet and communicate with your Graduate Program Director at least once a term in order to ensure that you are on track to complete the required courses, prerequisites and/or deficiency courses for your program. Please also routinely consult with your supervisor/advisor to ensure that you are on track.

If you are in a thesis-based graduate program, then please meet with your supervisor/advisor periodically in order to avoid any potential problems related to your program. Your supervisor/advisor may be able to suggest important publications with which you should become acquainted to undertake your area of research.

The Graduate Student-Faculty Supervisor Relationship

As was noted above, every graduate student will work closely with a faculty member who serves as the student's supervisor/advisor. The student-supervisor relationship is at the heart of graduate student success. It is important that you formalize a relationship with a supervisor/advisor as early as possible and begin meeting with your supervisor/advisor on a regular basis to discuss the design of your program, the formulation of methods, the discussion and presentation of results, and possible publication. The frequency of meetings with your supervisor depends on the academic discipline. In many cases, weekly meetings are essential; for other disciplines, monthly meetings are satisfactory. Be proactive in developing a good relationship with your supervisor/advisor, and in managing your time and the rate of progress through your program.



Work with your supervisor/advisor to stay on track

Maintain close contact with your supervisor/advisor (and in some programs, committee members). When you register as a graduate student, you are making a commitment to devote the time and energy needed to complete the degree program and requirements. Your supervisor/advisor has the right to expect substantial effort, initiative, respect and receptiveness to suggestions and criticisms. As a graduate student, you must accept the rules, procedures, and standards in place in the program and at CUE. It is your responsibility to be aware of and to comply with the regulations and deadlines as outlined in the CUE *Academic Calendar*. For further guidelines on the student-supervisor/advisor relationship, please consult CUE's [Graduate Student Supervision Policy](#).

Attend and present at academic and professional conferences

If you are in a research-based program, then it is important that you present scholarly papers about your professional development, thesis or dissertation research at academic conferences. Your contact with other scholars and professionals will also motivate you to complete your work to the best of your ability. Use the conferences to widen your professional networks, identify post-graduation career opportunities, and obtain feedback on ideas that arise from your research and professional development.

Build a support system to help you complete your graduate degree

Try to develop a support network with others who will encourage you to finish your graduate degree. It is important to meet periodically with fellow graduate students from your program who have reached a similar stage, and be sure to establish ways to support each other in completing your studies.



Applying for Student Internal Research Grants

The Office of Research Services manages a competitive internal student grant program which provides up to \$2000 in funding to engage in research projects, knowledge mobilization activities, and research dissemination. Application forms and deadlines are available on the CUE research website (<https://concordia.ab.ca/research/>) or by emailing research@concordia.ab.ca.

Another way to disseminate your graduate research is to participate in the CUE annual poster exhibition, the [Research Forum](#). This event takes place each spring and provides faculty and students an opportunity to present their research to the university community, industry professionals, and guests. CUE also houses a number of inter-disciplinary thematic [Research Clusters](#) that provide graduate students the opportunity to forge research collaborations with faculty and students both on campus and in the community.



While at CUE, start planning your post-graduation prospects

It is always a good idea to identify the steps that you need to take before you graduate in order to ensure a smooth transition from graduate school to the professional world. While you are at CUE, begin to target job or post-doctoral opportunities. There is nothing like a job offer to motivate you to finish your program.

There are some important points to consider when planning for your professional career. One of these deals with professional development. Being a successful academic or professional involves more than doing well in your program. In your career, you may also be expected to practice sound professional skills, adhere to high ethical standards, prepare compelling scholarship and grant applications, prepare sound publications, and communicate and collaborate with other researchers, academics, and professionals. It is therefore important that you develop these skills at the same time that you are working on your program.

Another important consideration involves using these emergent skills and competencies to determine what to do with your higher postgraduate degree. Do not wait until you graduate to take this important next step. Consider making an appointment with CUE's [Career Services](#) to determine what type of positions will be available to you after you complete your graduate degree.





Get Involved

Find balance in your academic and personal life

Because graduate school is highly demanding, it is important that you take the necessary time to meet your own personal needs, both mentally and physically. Your health is your first priority, and so it is important that you devote adequate time to being healthy. Hard work on your studies must be balanced with other activities that you enjoy. Collaborations with future colleagues often begin not because of a shared academic interest, but because you share the same hobby or non-academic interest.

Participate in CUE's Graduate Students' Association

The [Graduate Students' Association](#) (GSA) represents and supports graduate student interests at CUE. The GSA consists of all students registered in a graduate program at CUE. The meetings and activities of the GSA are intended to provide opportunities for students to meet and discuss matters of common concern. If you would like to learn more about graduate-student life on campus, or to become more involved, or if you require information or assistance, then please contact the GSA office and [visit their website](#).

Explore learning opportunities outside the classroom

CUE students are known for expanding their education well beyond their programs. Whether it is participating in the diverse range of volunteer initiatives on and off the campus, CUE students enjoy being involved in diverse volunteer activities. Volunteering allows you to gain experience and develop leadership, organizational and interpersonal skills, all the while networking with others and supporting a cause that you find meaningful.

International student exchanges

There are many opportunities for CUE students to study abroad and meet new people, learn about other cultures, and enjoy a different educational experience. The [International Office](#) oversees all student exchanges. Take advantage of this once-in-a-lifetime opportunity and explore your interests in a different culture. For more information, please visit CUE's International Office.

Career Services

[Career Services](#) can help you prepare a job-search strategy, get your resumé in good shape, and practise answering common interview questions. Make an appointment with this office to locate full-time and part-time jobs.





The Final Stages of Your Graduate Program

What are the requirements for completing an applied research project?

Check with your Graduate Program Director and CUE's *Academic Calendar* concerning the requirements and deadlines for completing your applied research project. See the link on the [Graduate Studies Resources page](#). Also, see the [application for Graduation](#).

Where can I find thesis/dissertation formatting requirements?

See also the link on the [Graduate Studies Resources page](#). Students should also consult CUE's *Academic Calendar*.

What is the deadline for submitting my thesis?

All thesis deadlines can be found in [CUE's Academic Calendar \(section 13.1.7\)](#).

How do I submit my first thesis/dissertation?

See also the link on the [Graduate Studies Resources page](#).

All students must check with their specific Graduate Program requirements. At the very least each student will submit two electronic copies of the thesis to the student's supervisor/advisor and the Graduate Program Director. One copy must be prepared in an editable format (e.g. Word.) and one copy must be in a PDF format. Doctoral students must also submit to the Graduate Program Director a printed copy of the thesis along with their CV. If required by the student's committee, the student may be required to submit paper copies of the thesis for internal examiners and supervisor(s) directly to his or her Graduate Program Director.

How do I submit my final thesis/dissertation submission?

All students must submit the final version of their thesis in PDF/a format to the Graduate Program Director and to the Dean of the Faculty of Graduate Studies. See also the link on the [Graduate Studies Resources page](#).

When can I defend my thesis/dissertation?

Please see CUE's *Academic Calendar* for information as to when you can defend your thesis. See also the link on the [Graduate Studies Resources page](#).



How do I graduate?

CUE confers degrees, diplomas and certificates three (3) times a year. To be considered for any of the conferral dates, students must submit a Graduation Application form through [Online Services](#) for Students by the appropriate deadline:

Graduation Date	Apply for Graduation by
January 31	November 15
May Convocation	March 1
September 30	August 1

Please note that students can apply for graduation/convocation while they are still enrolled in courses.

Students are required to pay a Graduation Fee at the time of application, which is refundable only if the application is withdrawn. The fee covers the cost of gown rental, purchase of hood and mortarboard, parchment paper and folder. All graduating students pay this fee whether or not they attend the Convocation ceremony. Students who owe Concordia University of Edmonton fees, fines or other charges will not receive their parchment, but they may participate in the Convocation ceremony. Parchments, and transcripts are withheld until all charges have been cleared.

Students will receive notification of graduation eligibility one month after the application deadline for their specified conferral.

How can I get a letter stating I have completed my program?

If you need to request a letter to apply for a work permit (international students only) or a graduation status letter to prove you have a credential for employment purposes, etc., then you must complete a [Document Request Form](#) and submit it to the Registrar's Office. Please note that students who require an official letter stating their graduation status must first submit an Application for Graduation via [Online Services for Students](#).

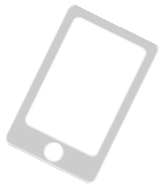
Need a transcript?

If you need a transcript of your grades, you can make this request online via [Online Services for Students](#). There is no fee for this service, unless you require it to be sent by courier.





Useful Contacts



On-Campus Contacts

Department <i>(with website links)</i>	Contact Information	Location
Admissions Office	780-479-9220 admits@concordia.ab.ca	HA120
Behavioural Support and Intervention Team (BSIT)	780-479-8761	P106C
Campus Security	1-780-479-8761 5555 (internal phone) concordia.security@concordia.ab.ca	P106
Career Services	780-378-8461 careerservices@concordia.ab.ca	Student Success Centre
Dean of Graduate Studies	780-479-9217 dean.graduatestudies@concordia.ab.ca	HA213
Financial Aid & Awards	780-479-9220 finaid@concordia.ab.ca	HA120
General inquiries for Concordia University of Edmonton	780-479-8481 info@concordia.ab.ca	
Housing (Off campus)		
Housing (On campus)	780-479-9349 residence@concordia.ab.ca	HA 114A
Indigenous Knowledge and Research Centre	780-479-9394 indigenous@concordia.ab.ca	AW124
ITS Help Desk	780-479-9316 helpdesk@concordia.ab.ca	Library Main Floor
Learning Accommodation Services (LAS)	780-479-9230	Student Success Centre
Library Services	780-479-9338	Arnold Guebert Library
Registrar's Office	780-479-9250 registrar@concordia.ab.ca	HA120
Sexual Violence Support	780-479- 9289 vpsll@concordia.ab.ca	HA217
Student Accounts	780-479-9220 studentaccounts@concordia.ab.ca	HA120
Student Life and Learning	780-479-9241 studentlife@concordia.ab.ca	Student Success Centre
Study Abroad Opportunities	780-479-9351	Student Success Centre
VP International	780-479-9324 vpinternational@concordia.ab.ca	G206

Off-Campus Health & Support Services



Service	Contact Information	Location
Alberta Health Services, Family Care Clinic	780-342-4740	7910 112 Ave NW, Edmonton, AB T5B 0E7
ASSIST Community Services Centre	780-429-3111	9649 105A Ave Edmonton AB T5H 0M3
Belvedere Medical Clinic	780-761-8529	Plaza 66, 12720 66 St NW, Edmonton, AB T5C 0A3
Bent Arrow Traditional Healing Society	780-481-3451	Parkdale School, 11648 85 Street, Edmonton, AB T5B 3E5
Bright Horizons Childcare	780-478-2273	7100 Ada Blvd NW, Edmonton, AB T5B 4E4
Canadian Mental Health Association	780-414-6300	300, 10010 105 St NW. Edmonton, AB T5J 1C4
Capilano Medical Centre	780-761-3330	5818 Terrace Rd NW, Edmonton, AB T6A 3Y8
Capilano Medical Clinic	780-465-0951	7905 106 Ave NW, Edmonton, AB T6A 1H7
Edmonton Community Legal Centre	780-702-1725	Telus House, South Tower, Second Floor, 10020 100 St NW. Edmonton, AB T5J 0N3
Kara Family Resource Centre	780-478-5396	6717 132 Avenue NW, Edmonton, AB T5C 2A4
Norwood Child & Family Resource Centre	780-471-3737	9516 114 Ave NW, Edmonton, AB T5G 0K7
Sexual Violence Support; Sexual Assault Centre of Edmonton (SACE)	780-423-2121 (24-hour crisis line) 780-423-4102 (Administration) 780-421-1482 T.T.Y. (Telephone Device for the Deaf)	Suite 205, 14964 121A Ave Edmonton, AB T5V 1A3
The Support Network	780-482-4636	400, 10025 106 St NW. Edmonton, AB T5J 1G4

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